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# BARCODE SCANNER SETUP GUIDE

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**HARBORTOUCH**

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## EQUIPMENT IN THE BOX

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**BARCODE SCANNER**

# EQUIPMENT INCLUDED

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**BARCODE SCANNER**



**BASE**



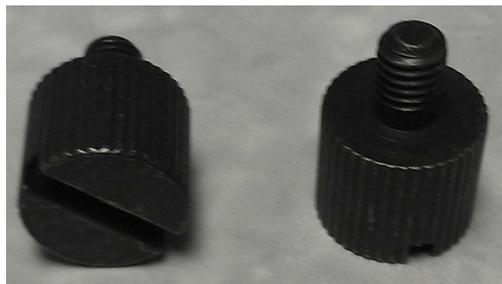
**LINK POLE**



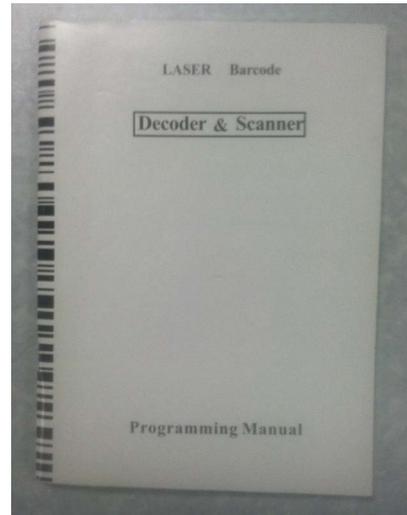
**WEIGHT PLATE**



**SADDLE STAND**



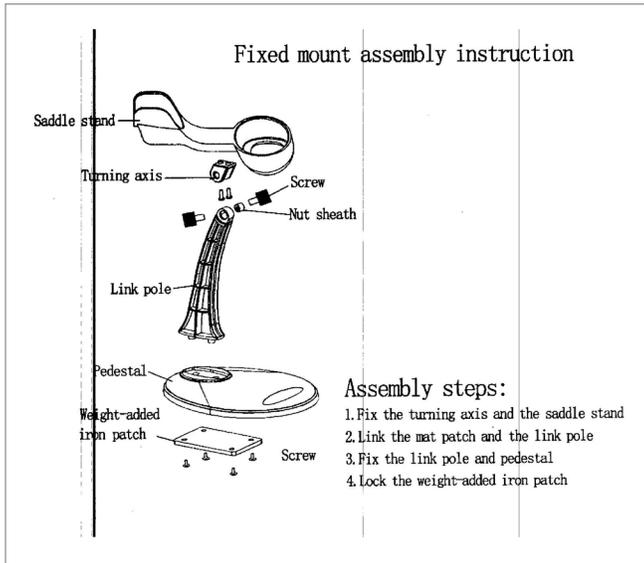
**SCREWS**



**BARCODE SCANNER BOOKLET**

# ASSEMBLY

## ASSEMBLY GUIDE



You can distinguish the version based on the first 10 digits of the S/N.

For example: If S/N is 10D6100CQBXXXXXXXXX, it is 1.0 version.

## CONFIGURATION

### BARCODE SCANNER BOOKLET

The barcode scanner booklet can be used to change the mode of the barcode scanner. This is done by scanning specific barcodes to toggle between continuous scan, trigger scan, and several other scan modes. This booklet also has a barcode which resets the scanner to factory defaults.

### USING BARCODES IN HOSPITALITY

Options:

- Print Section Name
- Use alternate item names
- Indicate on other printers when this printer is used
- Roll-up quantities
- Print Void Slips
- Print number of guests on Kitchen Prints
- Print Seat Position (Person) next to each item
- Include barcode for fast ticket recall on Kitchen Prints

Customer Detail on Kitchen Prints

ABCD

#### Barcodes on Kitchen Tickets

1. Select Manager > Printers
2. Select the remote printer. Select Edit.
3. Select "Include barcode for fast ticket recall"

## CONFIGURATION (CONTINUED)

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### USING BARCODES IN HOSPITALITY (CONTINUED)

**Printing Options**

- Never print a receipt  
Use "Access Most Recently Closed Ticket" in Job Settings to print receipts on demand.
- Prompt for Receipts
- Print a receipt for each payment received
- Print a receipt when paying with Fast Pay
- Print a receipt when closing a \$0 ticket
- Print barcode on guest checks
- Print price and quantity on a separate line  
Use this option when you have long item names or a multi-character currency symbol.

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#### Barcodes on Guest Checks

1. Select Manager > System > Receipts
2. Select "Print barcode on guest checks"

## TESTING

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### TESTING ON NOTEPAD

1. Exit to Windows Desktop
2. Select Windows Start Menu
3. Navigate to All Programs > Accessories > Notepad
4. Ensure that the cursor is flashing in notepad
5. Scan a barcode

Scanning a barcode should generate the UPC (the numeric form of the barcode) in Notepad. This can be tested on any item with a barcode. If the barcode scanner is unable to scan a barcode, contact your support team.

## TROUBLESHOOTING

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### USB

The barcode scanner is a plug and play device. If the barcode scanner is unable to perform any of the steps listed above, unplug the barcode scanner and connect it to a different USB port. If this does not resolve the issue, contact your support team.